

Student Handbook 2022-2023

[About Palisades](#_ozpmm44lfaho)

[Lockout Policy](#_kpka65ifxado)

[Administrative Contact Information](#_bclfjochtghw)

[Transportation](#_9uu0p2lyxsx8)

[School Nurse](#_yclb2zh2n0ao)

[Lunch](#_wa8sasmm0q9h)

[Hall Passes](#_2lgp80rqan30)

[After School](#_9ab3uevtjvkn)

[District Calendar](#_ybcfws2lf41g)

[Bell Schedule](#_24117gtsw91i)

[Registration](#_v7dgd3x8lmze)

[Palisades Grading Policy](#_8pwia4158g7a)

[Teacher Communication](#_v69r5numc0ti)

[CMS Code of Student Conduct](#_305jqox7bfh)

[Attendance](#_ar0grtgcyn4b)

[Parking Regulations](#_m95pnzz7rarr)

[Athletics](#_5ssujsqfot1f)

[Student Advocacy](#_uun0bowb7f9m)

| About Palisades **Mission Statement** | | |
| --- | --- | --- |
| Palisades High School strives to empower students to grow into resilient, empathetic, life-long learners within a safe, inclusive and diverse community. We strive for excellence through a rigorous curriculum and relevant experiences. All stakeholders collaborate to develop our students into responsible, kind and community-minded leaders who are prepared and empowered to take well informed risks and make a positive impact on the world. | | |
| **Vision Statement** | | |
| Our vision at Palisades High School is to develop independent, confident critical thinkers with a skill set to adapt to the rapidly changing world as engaged citizens, by maximizing their potential and using the knowledge gained for life beyond high school. | | |
| **Values** | | |
| * Accountability * Integrity * Equity * Perseverance * Teamwork | | |

| **School Hours** |
| --- |
| 7:15 AM - 2:15 PM |
| **Lockout / Tardy Policy** |
| Time management is an essential skill required for success in both college and careers. Our duty as educators is to ensure that students learn both academic skills and essential skills to ensure a smooth transition after high school. Our lockout policy is one of the many tools that we use to teach these skills. Students who are late not only miss instruction but also disrupt instruction for other students. [Palisades High School Lockout Policy](https://docs.google.com/document/d/1rk5amLghiH1WRAF1kBMWnx1sx53INnZn/edit?usp=sharing&ouid=105841036226374037156&rtpof=true&sd=true) |
| **Unexcused Tardies to Class** |
| Unexcused tardies are unacceptable and will not be tolerated at Palisades High School. Students will report directly to lockout each time they have an unexcused tardy for any class. At the ringing of the bell, all teachers are to shut their locked doors. Students who report late to class cannot enter the classroom and must report to lockout. Lockout will be recorded as an unexcused absence and will count toward the total number of class absences. It is the student’s responsibility to contact his or her teacher(s) for makeup work, tests missed, etc. within five (5) school days. Palisades Lockout policy will restart at the beginning of each semester. |
| Lockout Policy Lockout will take place in the cafeteria during blocks 1, 2, and 4. Lockout will take place in room 100 during 3rd block. |
| **Lockout Policy** |
| Unexcused tardies are unacceptable and will not be tolerated at Palisades High School. Students will report directly to lockout each time they have an unexcused tardy for any class. At the ringing of the bell, all teachers are to shut their locked doors. Students who report late to class cannot enter the classroom and must report to lockout. Lockout will be recorded as an unexcused absence and will count toward the total number of class absences. It is the student’s responsibility to contact his or her teacher(s) for makeup work, tests missed, etc. within five (5) school days. Palisades Lockout policy will restart at the beginning of each semester. |
| **1st Block Lockout** |
| ***This policy will occur on a trial basis, only first semester, for the 2022-2023 school year.***  When a student arrives to school:  **Between 7:15 am-7:30 am**   * Student reports directly to 1st block * Teacher record tardies in PowerSchool * 3rd tardy: teacher calls parents and reminds them that a 5th tardy yields a referral * 5th tardy: teacher calls parents and reminds them that a 5th tardy yields a referral * 6th tardy: referral to grade level administrator   **After 7:30**   * Student reports to lockout for the remainder of first block * ISS/Lockout teacher will keep record and provide parent communication |
| **Student Lockout Expectations** |
| * No Talking * No Cell Phone Usage * No Headphones/ Music * No Sleeping   *Students are expected to work on their classwork assignments. Students are expected to request assistance for any needs by raising a silent hand to ask the staff member on duty.* |
| **Lockout Consequences** |
| Parents are notified by school administration on the 5th - 9th lockout. Excessive lockouts will result in the following penalties:   * 1st-4th: Automated call through Powerschool & Message through Parentsquare * 5th: Parental Contact by grade level Administrator * 6th: Parental Contact by grade level Administrator/After School Detention * 7th: Parental Contact by grade level Administrator/90-day violator/ISS Warning * 8th: Parental Contact by grade level Administrator/ISS for the day/OSS Warning * 9th: Parental Contact by grade level Administrator/1 day OSS/Lockout begins at 5th step/ Restricted Movement Escort |
| **Students That Refuse to Report Lockout** |
| Students who fail to report to lockout when directed by any staff member is considered to be insubordinate. This student will be escorted to lockout by a security associate. A referral for insubordination will be processed according to the [Palisades High School Discipline Matrix](https://docs.google.com/document/d/1SYTZnIycb7-wj37kdo4aNcMfybeYJQx1/edit?usp=sharing&ouid=105841036226374037156&rtpof=true&sd=true). If that person is not available, they will be taken to ISS, and a referral will be written. |
| **Students Removed from Lockout** |
| Any student removed from Lockout will be placed in ISS for the remainder of the day. Subsequent removals will result in multiple days of ISS and eventually OSS. |
| **Cell Phone Policy** |
| **Cell Phone Policy** |
| * According to CMS policy, the district is not responsible for theft, loss, or damage to PTDs or other electronic devices brought onto CMS property. * Students are not to charge PTDs at any point during the school day. * Cell phones are to remain out of sight and silent during all instructional time \**Students may check their phones during transition time and lunch\** * Students may not use their cell phones, at any time, to make phone calls * Earbuds and bluetooth speakers are not allowed during the official school day * One earbud can be used before school in the waiting area and during lunch * Bluetooth speakers are not allowed to be used on campus |
| **Consequences** |
| 1st Offense:  Individual teacher classroom expectations.(such as: warning, loss of phone for 1 block, parent contact) Failure to surrender phone to teacher for the 1st offense automatically yields a 2nd offense consequence.  2nd Offense: Referral to administration. Teacher will call security and have them take the cell phone to grade level administrator. All cell phones and electronic devices will be held by administration for the equivalent of one full day.  Failure to surrender to any staff will result in 3 days OSS.  3rd Offense: Referral to administration. Teacher will call security and have them take the cell phone to grade level administrator. All cell phones and electronic devices will be held for the equivalent of 3 full days with parent pick up.  Failure to surrender to any staff will result in 3 days OSS.  4th Offense: Referral to administration. Teacher will call security and have them take the cell phone to the grade level administrator. All cell phones and electronic devices will be held by administration for the equivalent of 3 full days with parent/guardian pick up. In addition, 3 days of ISS will be assigned and the student will become a 90-Day Rule violator.  Failure to surrender to any staff will result in 3 days OSS.  5th Offense: Referral to administration. Teacher will call for security to remove the electronic device/phone and hand it in to administration. All cell phones and electronic devices will be held by administration for the equivalent of 5 full days with parent pick up and 5 days ISS. *Failure to surrender to any staff will result in 3 days OSS.* |

| Administrative Contact Information | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | | | | | **Name** | **Email Address** |
| Principal | | | | | Erik Olejarczyk | erikm.olejarczyk@cms.k12.nc.us |
| Assistant Principal | | | | | Danielle Dix | danielle.dix@cms.k12.nc.us |
| Assistant Principal | | | | | Alysse Pearson | Alyssem.Pearson@cms.k12.nc.us |
| Dean | | | | | TBD | TBD |
| Counselor | | | | | Cindi Roth | cindil.roth@cms.k12.nc.us |
| Counselor | | | | | Neisha Pettaway | neishas.dawson@cms.k12.nc.us |
| Counselor | | | | | Rachel Brand | rachel.brand@cms.k12.nc.us |
| Counselor | | | | | Kim Douglas | kim1.douglas@cms.k12.nc.us |
| \*Insert Process to see Counselor here\* | | | | | | |

| Transportation | | |
| --- | --- | --- |
| * Always yield to pedestrians * Please follow proper carpool procedures * Bus transportation is coordinated by CMS   Olympic Transportation Area  11751 Downs Road  Pineville, NC 28134  (980) 343-3807   * [Here Comes The Bus](https://www.cms.k12.nc.us/cmsdepartments/transportation/Pages/Here-Comes-The-Bus.aspx)  App Information   District Code: 73877 Student ID Number   * [Transportation Forms](https://www.cms.k12.nc.us/cmsdepartments/transportation/Pages/Routing-and-Scheduling-Forms.aspx)   Student Ridership Form  Alternate Stop Request Form | | |
| **Map** | | |
|  | | |

| School Nurse | | |
| --- | --- | --- |
| Add name and email address | | |
| **Health Room** | | |
| The Health Room is located in the \_\_\_\_\_\_\_\_\_\_\_. It is for emergency use and minor first aid procedures only. A student may only report to the health room after obtaining a pass from a staff member. Students should not stop at the health room during class change as this will cause the student to be counted tardy to class. If necessary, a parent/guardian will be called to transport the student home or to give permission for the student to leave. If a student is not leaving school, he/she must return to class with a pass from the nurse or staff member who attended to the student. Students will not be allowed to remain in the health room for longer than 10 minutes unless it is determined by the school nurse that he/she is too ill to go back to class. At that time, a parent will be called to pick up their child. Students may not go home sick without first reporting to the school nurse. The nurse has a limited supply of feminine hygiene products. Young ladies should come to school with their own supply and have extras in case of an unexpected situation. | | |
| **Student Use of Medication** | | |
| If a student must take medication during the school day, the student must see \_\_\_\_\_\_\_\_\_ in the health room for the appropriate form. This form must be filled out by the student’s medical doctor and returned to \_\_\_\_\_\_\_\_\_ . He/she will coordinate with the student to provide them with a pass indicating the time of day the student is to report to the health room for medication. All medication must be kept for the student in the health room. In the event that the nurse is off campus \_\_\_\_\_\_\_\_\_\_\_ will be the back-up for medicine. [CMS Health Forms](https://www.cms.k12.nc.us/cmsdepartments/csh/Pages/Forms%20and%20Documents.aspx) | | |

| Lunch | | |
| --- | --- | --- |
| Students will report to lunch in the cafeteria only and are not permitted to leave campus or be in the parking lot during lunch. Trays, utensils and all other trash should be disposed of in the proper receptacles. | | |
| Hall Passes | | |
| Only two students are allowed out of class at a time. Trips to the bathroom should be limited to the transition times in between class periods or during lunch. A doctor’s note must be on file for students who have a medical condition that requires them to use the bathroom frequently. Students are not to leave class during the first 15 minutes and last 15 minutes of class. Additionally, students are to remain on campus and in authorized areas of campus throughout the school day. | | |
| After School | | |
| Students must leave campus by 2:45 PM daily unless involved in a staff supervised after school activity. Students waiting for their ride to arrive must be in one of the following locations: in the traffic circle or with a teacher. Students who remain on campus and are unsupervised after 2:45 PM will need to contact a parent to make arrangements to be picked up. | | |

| District Calendar | | |
| --- | --- | --- |
|  | | |
| Bell Schedule | | |
| | PHS Bell Schedule | | | | --- | --- | --- | | 6:45 am - 7:08 am | Student entry, breakfast | **Lunch Schedule:**  1st Lunch: 10:34 am- 10:59 am  2nd Lunch: 11:04 am- 11:29 am  3rd Lunch: 11:34 am- 11:59 am  4th Lunch: 12:04 pm- 12:29 pm | | 7:08 am- 7:15 am | Report to Block 1 | | 7:15 am- 8:40 am | Block 1 | | 8:47 am- 10:17 am | Block 2 | | 10:24 am- 10:34 am | Block 3 SEL | | 10:34 am- 12:29 pm | Block 3 & Lunch | | 12:36 pm- 2:05 pm | Block 4 | | 2:05 pm- 2:15 | Dismissal | | | |

| Registration |
| --- |
| [Palisades High School Registration](https://sites.google.com/cms.k12.nc.us/palisades-hs-registration/home) |
| **External Course Information** |
| Can students take classes at CPCC if they are offered at Palisades?  **No:** Only if they are not offered at Palisades High School  Can students take online classes if they are offered at Palisades?  **No:** Only if we do not offer the requested course, with an instructor *(in-person)*, at Palisades High School  Can students take course work over the summer online?  **No**: EOC, Cambridge, CTE, AP and World Languages *(any course with a district, state or standardized exam)*  **Yes** *(if meets the following criteria)*:   * All requests require principal approval * District guidelines will apply for summer courses   + Student is on track to graduate in assigned cohort     - Student must have 3.0 GPA     - Electives only     - Student wishes to graduate early with a clear plan for next steps     - Wants to partake in CPCC College & Career Promise program in the future   + Student is not on track to graduate with assigned cohort     - Credit Recovery     - Edgenuity     - NCVPS   Can students take online classes to raise their GPA?  **No:** CMS Board Policy A-GRR/R and Students may only take a full course load, 8 classes  Can students take online classes/CPCC during 5th or 6th block to accelerate their ability to graduate?  **No**:   * Only students who are off track from graduating with their assigned cohort * CMS Board Policy A-GRR/R * students may only take a full course load, 8 classes   Requests for External/Online Coursework:   * Requests must be within the guidelines and parameters listed above. * Requests that do not meet these guidelines will be declined. * Students and family members must speak to the counselor and make the request. * Final approval for requests will be made by Ms. Dix, Assistant Principal of Instruction. |
| **Schedule Change Guidelines** |
| Once you receive your schedules changes may only be requested for one of the following reasons:   * Schedule changes to a more advanced course * Schedule changes to a course with less rigor *(rationale must be grounded in data and academic history that proves this is the best move for the student)* * Student has been placed in a course in which they have already received credit * Course drops should be made only for the welfare of the student and in compelling circumstances that are beyond the control of the student or guardians. Such circumstances include but are not limited to the following:   + The student is or has been seriously ill for an extended period of time   + The student has been in an accident and suffered serious or debilitating injuries   + The student suffers from psychological or mental illness and is under the care of a mental health professional   + After the student has been enrolled in the course, the student is assessed for learning difficulties or academic concerns, and the student is classified as learning disabled or as an exceptional child   + The student was inappropriate placed into a course after transferring from another district and enrolled before their transcripts were received or reviewed for proper placement     In the examples above students learning disability or health issues must affect the student’s ability to fulfill the requirements of the course. The principal must have written documentation from the health care provider of the condition that has resulted in the inability to successfully fulfill the course requirements.    The student and guardian must meet with a counselor to revisit academic goals for the student prior to the approval. Please reach out to your counselor if you meet one of the above criteria and need a schedule change.    A-D Ms. Roth [cindil.roth@cms.k12.nc.us](mailto:cindil.roth@cms.k12.nc.us)  E- Le Ms. Pettaway [neishas.dawson@cms.k12.nc.us](mailto:neishas.dawson@cms.k12.nc.us)  Li-Re Ms. Brand [rachel.brand@cms.k12.nc.us](mailto:rachel.brand@cms.k12.nc.us)  Ri-Z Ms. Douglas [kim1.douglas@cms.k12.nc.us](mailto:kim1.douglas@cms.k12.nc.us) |
| Palisades Grading Policy |
| The mission of Charlotte-Mecklenburg Schools is to create an innovative, inclusive, student-centered environment that supports the development of independent learners. Adjusting the CMS K-12 Grading Plan allows for students to receive specific feedback for continuous growth, academically and socially-emotionally, ensuring all students are set up to be independent and successful learners. Charlotte-Mecklenburg Schools believe grades should provide students and families with actionable information, reflect a student’s achievement on grade-level standards, and support a student's motivation to learn. |
| Charlotte-Mecklenburg Schools believes that to ensure success in each student’s K-12 experience, we must provide ample academic opportunities for students to prepare, rehearse, and then perform.   * Assignments should be standards-aligned and worthy of student completion. * Assignments should allow for students to demonstrate learning through a variety of modalities *(i.e. written, conferences, discussions, multimedia, digital, etc).* * Additional practice/re-teaching will be provided to students who do not achieve initial mastery on assessments before students are re-assessed. * All assignments will be graded using a 100 point scale. * Students with a 504 plan,Individualized Education Program *(IEP)* or who are identified as English Learners *(ELs)* should receive accommodations and amplifications on assignments and assessments to allow them to engage in on-grade level content. * CMS Board Policy A-HWK/R   + As provided in Regulation A-HWK/R, “Homework,” a student who misses homework assignments or other assignments or due dates because of absences, whether excused or unexcused, must be allowed to make up the work. Arrangements for completing the work should be made within five school days of the student’s return to school. Arrangements should include a schedule for completion of the work.     - * For high school students, the student must initiate contact with the teacher. |
| **Grading Categories** |
| **Prepare:**  20% of Quarter Grade  Smaller assignments that allow students to practice new learning.  Can be graded for completion or accuracy.  *(i.e. Homework, warm-ups, exit tickets, smaller checks for understanding)*  **Quarterly Expectations Yearlong Courses: 5 min/9 max *(year-long)* Semester Courses: 9 min/18 max *(4x4/sem.)***  **Late Assignment Expectations** *(not due to an absence)*   * Late assignments will be accepted for a grade until one week after the “Perform” date. * Late penalties of no more than 5 points per day *(unless absent)* will be deducted *(using a 100 point scale).* * Assignments submitted after the “Perform” date will receive a 50% and feedback on progress will be provided to the student   **Rehearse:**  30% of Quarter Grade  Assignments that provide students with feedback on progress towards mastery of standards.  *(i.e. Quizzes, labs, mini-assessments, mini-projects, classwork)*  **Quarterly Expectations Yearlong Courses: 3min/5 max *(year-long)***  **Semester Courses: 6 min/10 max *(4x4/sem.)***  **Late Assignment Expectations** *(not due to an absence)*  Late assignments will be accepted until one week after the “Perform” date.  Late penalties of no more than 5 points per day will be deducted *(using a 100 point scale)*.  Assignments submitted up to one week after the “Perform” date will receive a 50% and feedback on progress will be provided to the student.  The comments section in Powerschool should note actual reflection of student mastery when a minimum grade of 50% is given.  **Perform:**  50% of Quarter Grade  Culminating/formative assessment that measure mastery of one or multiple standards (i.e. Unit assessments, common assessments, performance tasks, writing assignments, projects with rubrics)  Comprehensive assessment calendar must be provided for each course.  **Quarterly Expectations: Yearlong Courses: 2 min/ 3 max *(year-long)* Semester Courses: 3 min/4 max *(4x4/sem.)***  **Late Assignment Expectations** *(not due to an absence)*  50% should be assigned as the lowest grade for any assignment *(except midterm and final exams).*  The comments section in Powerschool should note actual reflection of student mastery when a minimum grade of 50% is given.  **Guidelines for Re-Assessment:**  Additional learning opportunities based on student needs and re-assessment opportunities when a student did not achieve mastery on “Perform” assessment/task will be provided:   * Students will participate in new learning opportunities meeting the student needs *(i.e. Edgenuity, extra practice, small group instruction within the class, recorded videos/practice, Canvas course, tutoring)* and be reassessed using a parallel assessment to show mastery within a 3-week period. * One reassessment opportunity for each Perform assessment *(except midterms or final teacher-made or State exams).* * Students may earn up to 80 points of their re-test grade on reassessment after completing re-learning opportunities. * Reassessments should be different from the original assessment but should be identical in terms of rigor, standards assessed, and the percentage of standards.   Students will be able to retest portions of assessments.  **Principals may provide final dates for the collection of assignments no more than 3 days prior to the end of the grading period. The principal may allow submission of assignments after this period for students who experience short or long term hardships.** |
| **Graduation Requirements** |
| [Palisades Graduation Requirements](https://sites.google.com/cms.k12.nc.us/palisades-hs-registration/graduation-requirements) |
| Teacher Communication |
| High school is the time for students to learn responsibility for teacher communication. Students are encouraged to communicate directly with teachers for questions related to homework, tutoring, make-up work, etc. Students are also encouraged to communicate with their counselors. This encourages students to take ownership of their academics. This does not preclude parental involvement in communication with teachers in support of their student’s success. Parents should receive contact information for all teachers, including email information and preferred hours of contact, and need to be certain that all teachers, and the school, have up-to-date and accurate phone numbers and email contact information. |
| **ParentSquare** |
| ParentSquare is a communication and organization platform designed to connect school and home. Parents and guardians may set up an account via email, text, Google, and phone application.  Centralized hub for all school communication  Push Notifications  Email  Text message  Audio message  Emergency alerts |

| CMS Code of Student Conduct |
| --- |
| During the first week of school, the CMS Code of Student Conduct will be reviewed with you by your homeroom teacher. Upon completion of this review, students will sign an acknowledgement indicating they understand CMS rules and procedures.   * [CMS Code of Student Conduct](https://www.cms.k12.nc.us/families/resources/Pages/HandbooksForm.aspx) |
| **Discipline Matrix** |
| [Palisades High School Discipline Matrix](https://docs.google.com/document/d/1SYTZnIycb7-wj37kdo4aNcMfybeYJQx1/edit?usp=sharing&ouid=105841036226374037156&rtpof=true&sd=true) |
| **Cell Phone & Technology Policy** |
| Cell Phones and Electronic Devices: According to CMS policy, the district is not responsible for theft, loss, or damage to PTDs or other electronic devices brought onto CMS property. Students are not to charge PTDs at any point during the school day.  Cell phones are to remain out of sight and silent during all instructional time  \*Students may check their phones during transition time and lunch\* Students may not use their cell phones, at any time, to make phone calls Earbuds and bluetooth speakers are not allowed during the official school day One earbud can be used before school in the waiting area and during lunch Bluetooth speakers are not allowed to be used on campus   * 1st: Individual teacher classroom expectations (warning, loss of phone for 1 block period, parent contact). Failure to follow teacher expectations on the first offense becomes an automatic major referral. * 2nd: Referral to administration. All cell phones and electronic devices will be held by administration for a period of time determined by the administrator. Failure to surrender to the administrator will result in 1 day ISS. * 3rd: Referral to administration. All cell phones and electronic devices will be held by administration for a period of time determined by the administrator. Failure to surrender to the administrator will result in 2 days ISS. * 4th: Referral to administration. All cell phones and electronic devices will be held by administration for a period of time determined by the administrator.Students must surrender their phones and parents must pick up. Failure to surrender to administrator will result in 2 days ISS * 5th: And the student will become a 90 day rule violator. Failure to surrender to administrator will result in 1 day OSS * 6th: Referral to administration.Teacher will call for security to remove the electronic device/phone and hand it in to the administration or failure to surrender to any staff will result in OSS. |
| **Dress Code** |
| * All clothing must be worn in an appropriate manner that promotes a respectful and safe learning environment. * Any headgear that covers the entire head and face is prohibited. This includes but is not limited to hats, hoods, ski masks and sunglasses. * Students are required to wear shoes at all times for health and safety reasons. * Students are required to wear shirts at all times. The shirts must cover the entirety of the abdomen. Shirts must have fabric in the front, back and both sides with no space between the top and bottom.  *Example: shirts must touch your pants* * Tops must have straps that completely cover undergarments. Tank tops in which an undergarment is showing is not permitted. Tops with spaghetti straps, halter tops and strapless tops are not permitted. No cleavage can be exposed.   Abusive, suggestive or profane language, symbols of illegal drugs or alcohol, direct or indirect sexual content, content that targets any group or subgroup in a negative manner, or any other words, symbols, or slogans that disrupt the learning environment may not be worn on clothing or jewelry.   * Shorts, skirts and dresses must be no shorter than mid-thigh. * Pants worn below the waist or showing clothing beneath the main outerwear is not permitted. Pants may not have holes above mid-thigh. * Bedroom shoes are not permitted. * Pajamas, pillows and blankets are not permitted.  | **Appropriate for School** | **NOT Appropriate for School** | | --- | --- | |  |  | |

| Attendance |
| --- |
| CMS Board Policy S-ATT/R:  The North Carolina compulsory attendance statute requires that every child in the state between the ages of seven (or younger, if enrolled) and 16 attend school every day school is in session. Regular attendance by every student is mandatory. Parents, custodians and legal guardians are responsible for ensuring that students attend and remain at school daily. Principals will ensure that parents and students are notified of the school’s attendance plan at the opening of school. Find the link to join on the Docs page  Studentsquare:  Use your phone number or PERSONAL email address |
| **I. General Procedures**  The school staff will implement the following attendance procedures:  **A. Designated Attendance Official:** The principal of each school shall designate a staff person responsible for attendance.  **B. Attendance Plan:** Each school shall have an "attendance plan" that includes procedures for identifying high- risk students, mobilizing all support resources, monitoring students, and keeping accurate attendance records.  **C. Recording Attendance**  1. In high school, each teacher is responsible for taking attendance and must maintain an accurate attendance record for each student. Absences are to be recorded for each class. A student must be in attendance for at least one half of a class period to be counted present for the class.  **D. Being Counted as Present at School**  1. A student must be in attendance for at least one-half of the instructional day in order to be counted present for the day.  2. Students are also counted as present for the school day if they are at a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity. Such activities may include field trips, athletic contests, student conventions, musical festivals, college visits or any similar approved activity.  **E. Excused and Unexcused Absences**  1. Excused Absences: Absences for reasons listed below are considered excused and are to be coded as an excused absence from school: a. Illness or injury of the student  b. Death in the immediate family  c. Quarantine  d. Medical/Dental appointments  e. Religious observances  f. Educational opportunity  g. Local school board policy  h. Child care *(for student’s child)*  i. Absence related to deployment activities  j. Court or administrative proceeding  2. Unexcused Absences: Absences for reasons listed below and for any other absences not listed above are unexcused and are to be coded as an unexcused absence from school:  a. Bad weather  b. Missing the bus  c. Car trouble  d. Oversleeping  e. Lack of heat, water or electricity  f. Shopping  g. Baby sitting  h. Lack of clothing or shoes  **F. Reporting and Verifying Reasons for Absences**  1. It is the responsibility of parents to notify the school when their child is absent from school and to inform the principal or other designated staff person of the reason for the absence.  2. Principals have authority to establish the methods by which parents may provide this information to the school (i.e. by written note to the school, by email, or by telephone). The methods should be included in each school’s attendance plan.  3. Principals shall also establish procedures for documenting and maintaining notifications of absences provided by parents.  4. Principals have authority to require additional verification of the reasons for absences if they have reason to question the veracity of the information provided by the parent.  **G. Late Arrivals and Early Dismissals**  1.For a late arrival or early dismissal, parents must provide an explanation to the school according to the procedures established by the principal and included in the school attendance plan.  2.These explanations shall be maintained by the school according to the procedures established by the principal.  **H. Making-Up Missed Work:** As provided in Regulation [IKB-R,](http://go.boarddocs.com/nc/cmsnc/Board.nsf/goto?open&id=AYTMX35924B2) “Homework,” a student who misses homework assignments or other assignments or due dates because of absences, whether excused or unexcused, must be allowed to make up the work. Arrangements for completing the work should be made within five school days of the student’s return to school. Arrangements should include a schedule for completion of the work.  1. For middle and high school students, the student must initiate the contact with the teacher.  **I. High School Class Attendance Rules -**  1. High school students absent from eleven class periods will receive a grade of F for that particular course. This rule applies to all absences, whether excused or unexcused.  2. Each school shall develop procedures for students to make up excessive class absences. Students may appeal the decision in this regard according to procedures established by the principal. The principal’s decision on the appeal is final.  **J. Attendance Violation and Withdrawal Procedures**  After ten consecutive all day unexcused absences, the teacher will report the absences to the designated attendance official/principal. The student will be automatically placed in the category of “violation.” The principal may choose to leave the student in the category of “violation” or, if the student is 16 years or older, may withdraw the student from membership as a student in CMS. Whenever a student is under suspension on the tenth consecutive day of absence, he/she is not automatically withdrawn from membership.  **II. Truancy Intervention and Parent Notification Procedures**  In order to comply with the North Carolina Compulsory Attendance Law, the school staff shall implement the following procedures for students under age 16 who have excessive absences:  **A. Teacher Contacts and Attendance Interventions**  1. When a student has a maximum of three unexcused absences in a school year, the teacher must make an initial contact with the parent to determine the cause of the absences. This contact may be made by telephone call, letter, or home visit.  2. All teacher contacts are to be documented, dated, and placed in the student's cumulative folder.  3. The teacher must also contact the designated attendance official at the school to ensure proper follow up occurs.  4. In attempting to alleviate the problems underlying non attendance, the following actions should be considered: counseling with the student, parent conferences, home visits, referral to the collaborative student services team, and involvement of community agencies.  5. In certain situations, a referral to the Child Protective Services Division of the Department of Social Services may be considered. If a referral to this agency is being made for attendance problems resulting from neglect, the principal must be informed of the referral.  **B. Six-Day Notification Letter**  1. When a student has six unexcused absences, the principal will notify the parent in writing of the student's absences and of the Compulsory School Attendance Law and its implications. The letter must be mailed to the student’s home and a copy maintained in the student’s cumulative record.  2. A form letter for this purpose is available through the district’s student information system.  **C. Ten-Day Notification Letter**  1. When a student has ten unexcused absences, the principal/designee must send the parent a letter by certified mail or hand delivery, informing the parent of the number of excessive unexcused absences and the possibility of a criminal prosecution of the parent and/or the filing of an undisciplined complaint with the juvenile court for the child. A copy of this letter must be maintained in the student’s cumulative record.  2. A form letter for this purpose is available through the district’s student information system.  **III. Criminal Prosecution of Parents or Juvenile Referral of Students**  **A.** If, after sending all required notices and implementing interventions with the student and his/her parent, the student continues to accrue unexcused absences, the principal/designee should contact the Student Services Department to determine if there is sufficient evidence to pursue criminal prosecution of the parent in district court and/or an undisciplined petition for the student in juvenile court for violation of the NC Compulsory Attendance Law.  **B.** The school must submit information to the Student Services Department on the “Compulsory Attendance Evidence Form” (CAV Form), as follows:  1. Name of child/school/date of birth;  2. Name, address, date of birth and phone number of parent, guardian or custodian;  3. Number of days absent without lawful excuses;  4. Attendance records or computer printout of attendance information;  5. History of attendance problems;  6. Interventions utilized and the parent and child’s response to interventions;  7. Witness list, including the school social worker/attendance; official/custodian of records (If the custodian of records cannot identify the defendant as the parent, guardian or custodian of student, an additional witness who can do so must be present.);  8. Copies of all correspondence sent to parents; and  9. School’s opinion as to whether good faith has been exercised by the parent, guardian or custodian.  **C.** The Student Services staff will evaluate the information submitted and work with the school to determine whether the parent, guardian or custodian has made a good faith effort to comply with the law. Based on that determination, the principal and Student Services staff will make a decision as to the appropriate actions to take to address the excessive absences.  1. If the determination is that the parent has not made a good faith effort to comply with the compulsory Attendance law, the Student Services staff will assist the school in filing a criminal complaint against the parent.  2. If the determination is that the parent has made a good faith effort to comply with the law, the Student Services staff may assist the school in requesting that an undisciplined petition be filed with the Mecklenburg County Juvenile Court. |

| Parking Regulations |
| --- |
| Student parking is only available to Juniors who have a valid NC driver’s license. Underclassmen will only be provided passes, on a case by case basis, where proof is provided of an extenuating circumstance. Only students who purchase a pass through the Palisades JROTC program may park on campus. Violation of parking passes or parking in unauthorized areas can lead to revocation of driving privileges. In addition, students who violate parking policy may be subject to consequences set forth by the CMS Rights and Responsibilities Handbook. |
| The use of a motor vehicle on campus is a privilege that may be limited or revoked, without refund, at any time. Any school administrator may revoke or suspend a student’s driving/parking privilege as a result of tardiness, loitering in the parking lot before or during school, repeated parking violations, reckless driving, exceeding the 10 MPH speed limit, driving anywhere off the roads or parking lot, leaving school without permission, failure to follow directions of any staff personnel, possession of contraband or any other disciplinary problems. Once a permit is revoked, if the privileges are restored, a student will have to purchase another permit *(subject to availability)* at a cost of $25.  Any student who parks a vehicle on campus during school hours that is not registered with the school or who parks in an unauthorized location is subject to receiving a parking citation and may have the car booted or towed off campus at the student’s expense. Once the boot is placed on the vehicle, the owner of the vehicle becomes the sole individual responsible for the boot. If the boot is damaged or lost, the owner and student driver of the vehicle will be held financially liable and the student will be subject to disciplinary action.  Unless prior permission has been granted by\_\_\_\_\_\_\_\_\_\_\_, vehicles registered on this form may be driven only by the student on this form. If siblings will be sharing driving responsibilities, both names must be on this form and both must retain eligibility. A sibling may be in a car pool, but no more than one individual permit may be purchased by a household; violation of this policy will result in revocation of the second permit without refund. Permits and parking spaces may be used only by the student to whom the permit is issued; “loaning” or resale is strictly prohibited. Violation of this regulation will result in revocation of the permit and loss of parking privileges and fines which will be assessed for both the permit owner and the person using the permit without authorization.   * Authorized Drivers: Only students with assigned parking permits may park on campus during school hours. * Authorized Vehicles: Only vehicles registered with the school may be parked on campus by students. If the parked vehicle is not registered on this form, the student or parent must register that vehicle with the Parking Coordinator \_\_\_\_\_\_\_ in person or by email 24 hours prior to parking it on campus; failure to do so will result in a ticket. Copy of vehicle registration must be provided. * Parking Areas: There are only \_\_\_\_ areas on campus where students are allowed to park:   + Main Parking Lot. * Parking Permits: To eliminate the problem of “shared” permits, only one permit will be provided to the student driver.   + Permits will be sold to rising seniors and juniors on the dates indicated on the reverse and once school starts subject to the availability of the Parking Coordinator and parking permits.   + Student Parking Permits are adhesive stickers that must be applied to the lower rear window, driver’s side. If the vehicle has no rear window, the permit must be displayed as near as possible to that point. Simply taping the permit to the car window is unacceptable and will result in a fine.   + There is a $5 charge for replacement stickers. So long as the vehicles are registered with CAPT Shewchuk, there is no requirement for purchasing a replacement sticker for a new vehicle. DO NOT PEEL OFF THE PERMIT STICKER AND PLACE IT ON ANOTHER VEHICLE. * Parking Tickets: Tickets will be issued for violations of parking and driving regulations. A fine of $20.00 will be charged for each citation issued. Fines must be paid promptly to the Parking Coordinator \_\_\_\_\_\_\_ or the driver may lose parking privileges, requiring reapplication and repurchasing of a permit after clearing of financial obligations (if permits are available). Parking after revocation of privileges will be treated in the same way as parking an unregistered car on campus during school hours and may result in a boot being placed on your car, towing, and disciplinary action. Outstanding fines are reported to the school registrar and financial secretary as financial obligations and may impact retention of the parking permit as well as participation in extracurricular activities, including prom and graduation. |

| Athletics |
| --- |
| Athletic Director: Lisa Oberlin-Carlisle  Email Address: [Lisa.oblerlin@cms.k12.nc.us](mailto:Lisa.oblerlin@cms.k12.nc.us) |
| **Athletic Programs** |
| **Fall**  **Winter**  **Spring** |
| **Athletic Eligibility** |
| Palisades High School strictly adheres to CMS and North Carolina High School Athletic Association *(NCHSAA)* rules regarding eligibility for athletic participation. [CMS High School Athletics](https://www.cmsathleticzone.com/page/show/541060-cms-high-school-athletics)     * Must meet local promotion standards. * Must have earned a \*2.0 GPA from previous semester. * Must have passed a \*minimum load of work during the previous semester. * Must be currently enrolled in at least one-half of the minimum academic course load. * Must be in attendance at school for at least one-half of the instructional day. * Shall not participate if he/she becomes 19 years of age on or before August 31 of said school year. * A student-athlete who changes schools after establishing a sports school, unless the new school is the student’s home school, is ineligible for 365 days. *(A “home school” is the school that serves the area where the student lives.)* * A student-athlete is prohibited from playing the same sport at two schools during the same sport season, even if the second school is the student’s home school. * The 2.0 eligibility rule may be waived if *(1)* I.E.P. goals are being met; *(2)* satisfactory progress is being made in mainstreamed classes; and *(3)* has the principal’s recommendation.     \*For athletic eligibility, GPA is calculated using the semester grade on the report card for year-long classes and the final grade on the report card for semester classes.  All students in middle school and high school, except first semester students initially entering the seventh or ninth grade, must have earned a grade point average of 2.0 for the preceding semester to participate in school-sponsored extracurricular activities. A student may participate in a school-sponsored extracurricular activity only if (1) the student is currently enrolled in at least one-half of the minimum academic course load, and (2) the student was in attendance at school that day for at least one-half of the instructional day. For athletic eligibility, GPA is calculated using the semester grade on the report card for year-long classes and the final grade on the report card for semester classes.  \*\*High School: For athletic eligibility, a minimum load is defined as passing a minimum of three out of four on a 4 x 4 format *(or six out of eight courses in the A/B format)* of block scheduling during the traditional school day. NOTE: Senior student-athletes not enrolled in a full load during a semester must meet minimum load requirements to be eligible to participate in athletics the following semester. *(A student-athlete must be enrolled in and pass the minimum load requirement from fall semester to be eligible to compete in a winter and/or spring sport.)* |

| Student Advocacy |
| --- |
| Students who advocate *(speak up)* for themselves are initiators for their learning and overall success in and out of the classroom. Teachers will model appropriate communication skills and interactions between staff and students.  The following statement stems can be used in order to clearly articulate feelings, thinking, concerns, etc….  When I have an academic concern…   * “I am feeling overwhelmed and need help on…” * “I don’t understand how / why…?” * “When you explained\_\_\_\_\_, I didn’t understand…” * “Will you be able to help me (before school, after school, during lunch)…?” * “I received a \_\_%; what can I do to improve the score…?” * “I didn’t pass the first quarter, what can I do to increase my pass rate for the second quarter?” * “I learn better when…” * “Can you please give another example of…”   When I’m feeling frustrated…   * “I didn’t like it when you said…” * “I felt upset when you…” * “You weren’t listening when I tried to say…” * “Every time you say\_\_\_\_\_\_\_, it makes me upset.” * “I would appreciate it if you would stop…” * “I understand your point/ concern, but I feel that…” * “Can you give me a moment to process what I’m feeling?” * “Is it possible for us to step outside, so I can express my concerns?”   When I have a pressing issue…   * “Who do I need to speak with to make an appointment with my counselor?” * “When do counselors meet with students?” * “How do I set up an appointment to meet with my administrator?” * “Can I see my administrator to discuss…?” * “Who do I go to when I feel unsafe?” * “What’s the appropriate time to get a bus pass?” |
| **Student Study Skills** |
| Below is a list of basic skills needed to become a successful high school student.   * Time Management   + Identify a specific time each day for studying *(A few hours a day should be dedicated to completing work / studying)* * Good Note-Taking   + Write down the most important information   + Write in different colors or columns *(For visual learners)*   + Create flashcards   + Check notes after tests/quizzes – If notes do not reflect what was on the exam, ask to see a peer’s notes or speak to the teacher * Complete Work   + Homework has a purpose – Complete all work to identify strengths and areas of concern * Review and Study Daily   + Study with a partner or study group   + Attend tutoring   + Review notes on a regular basis even if there is no homework or test * Set Goals   + Set a reasonable goal for the overall outcome of class   + Monitor goal setting   + Seek support to achieve goal * Concentrate   + Listen to the teacher   + Avoid side conversations   + Move seat to maintain focus * Advocate for Self   + Ask questions for understanding / clarification   + Talk to the teacher one-on-one about problems / struggles |